

(i) Special condition §1260.56 instructs the Financial Management Office to withhold payment pending receipt of the satisfactorily completed reports required in §1260.75.

(ii) The grant officer may waive the withholding requirement when the recipient has taken corrective action that makes withholding unnecessary. To release for payment the amount withheld, grant officers shall send a memorandum to their Financial Management Office.

§ 1260.76 Suspension or termination.

Suspension or termination of a grant prior to the planned expiration date must be reserved for exceptional situations that cannot be handled any other way (see §§1260.23 and 1260.160). Before suspending or terminating any grant with a university, the NASA grant officer and technical officer shall take into account the consequences to graduate students working under the grant.

§ 1260.77 Closeout procedures.

The closeout of a grant is the process by which NASA determines that all applicable administrative actions and all required work under the instrument have been completed by both the recipient and NASA and no further action is necessary (see §1260.171).

(a) *Initiation.* The NASA grant officer shall determine from the technical officer that work under a particular grant will not be continued or is completed. The NASA grant officer will promptly notify ONR to begin closeout within 90 days of this determination. ONR will inform the recipient of pending closeout and the final documentation required, to the extent practicable, prior to the grant's expiration date.

(1) To expedite closeout, NASA grant officers shall respond to ONR inquiries within 30 days. The use of E-mail communication between ONR and NASA is encouraged.

(2) Recipients shall not be requested to complete forms or supply information other than discussed in §1260.75(c)

through (f), except in unusual situations.

(b) *Reports submission.* ONR will ensure that all reports required from the recipient (see §1260.75) have been received by the appropriate NASA offices.

(c) *Reports certification.* ONR will obtain from those that receive NASA reports, written certification that the reports have been satisfactorily completed. The property certification should indicate that disposal of any remaining Government property has been made as directed and that NASA has been compensated for any residual inventory (see §1260.135). In reviewing the certifications, see §§1260.171 and 1260.172.

(d) *Administratively complete.* A grant is administratively complete when

(1) All reports have been received;

(2) All certifications have been received;

(3) Payments have been made for allowable reimbursable costs and refunds have been received for any balance of unobligated cash advanced that is not authorized to be retained for use on other grants; and

(4) A DD Form 1594 has been provided by ONR to the NASA grant officer.

(e) *Retention of documents.* Records will be retained in accordance with §1260.153.

APPENDIX TO SUBPART A TO PART 1260— LISTING OF EXHIBITS

Exhibit A—Delegation of Administration

Exhibit B—Formats

Example 1—Research Grant

Example 2—Cooperative Agreement

Example 3—Training Grant

Example 4—Education Grant

Example 5—Grant or Cooperative Agreement with Foreign Organizations

EXHIBIT C—BUDGET SUMMARY

NOTE: Exhibits are available at NASA Headquarters, Code HK, Washington, DC 20546.